



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR
#67-734 CD CLINIC PROGRAM COORDINATOR**

Starting Salary: \$54,774 (CSEA Grade 20)

*Application Fee – \$15.00

LAST FILING DATE: March 16, 2015

DATE OF EXAMINATION: March 28, 2015

Eligible List: The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Mental Health Department.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in rehabilitation counseling, psychology, social work or a related field and three (3) years of experience of clinical work in the chemical dependence field, at least one year of which must be supervisory, prior to appointment as clinical director; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in rehabilitation counseling, psychology, social work or related field and five (5) years of experience of clinical work in the chemical dependence field, at least one year of which must be supervisory, prior to appointment as clinical director.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

Also, Minimum Qualifications are set under Part 822-4.8 Staffing, under Mental Health Law.

DISTINGUISHING FEATURES OF THE CLASS: This class performs professional and administrative work involving responsibility in the administration and supervision, at a Clinic Director level, of the services within the County Chemical Dependency Clinic in conformity with federal, state, and local requirements. Wide leeway is allowed for the exercise of independent judgment and initiative. Clinical supervision and guidance is given to trained clinicians within the Clinic. Administrative duties are performed under direct supervision of the Community Service Director and/or their Deputy. The incumbent exercises direct administrative supervision over all program and Chemical Dependency Clinic personnel as well; does related work as required.

Use of calculators is ALLOWED

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Administration: These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

2. Educating and Interacting with the Public: These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Preparing Written Material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Supervision: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

5. Understanding and Interpreting Written Material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

*The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at:
www.cs.ny.gov/testing/localtestguides.cfm*

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at www.schohariecounty-ny.gov

ISSUE DATE: 2/17/15

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